



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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NAVCRUITDISTNYINST 1051.1D

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7 Nov 13

NAVCRUITDIST NEW YORK INST 1051.1D

Subj: SICK IN QUARTERS (SIQ) AND PROCEDURES CONVALESCENT LEAVE
POLICY

Ref: (a) MILPERSMAN 1050-180
(b) MILPERSMAN 1050-190
(c) Manual Medical Department, Chapter 18

1. Purpose. To establish policy and procedures regarding Sick-in-Quarters (SIQ) and convalescent leave per references (a) through (c). Leading Petty Officers (LPOs), Divisional Leading Chief Petty Officers and Department Heads are responsible to ensure the health and well being of personnel under their cognizance and to ensure that the chain of command is adequately informed and apprised of all personnel who have been placed SIQ or on convalescent Leave.

2. Cancellation. NAVCRUITDISTNYINST 1051.1C

3. Policy

a. Member informs chain of command of ailment and plan to visit a Military Treatment Facility (MTF), Veterans Administration hospital or civilian medical treatment facility.

b. Member must apprise their chain of command immediately regarding their diagnosis and disposition or recommendation for treatment.

c. Members placed in SIQ status will phone muster with their Supervisor by 0900 every working day. SIQ recommendations longer than 72 hours - not issued by an MTF - will require MTF approval.

d. SIQ that is more than 72 hours and all convalescent leave requests will be discussed with the Commanding Officer (CO) of NRD New York for final approval.

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e. Service members requiring surgical procedures or procedures that will result in a change of duty status are required to obtain prior authorization from the CO prior to procedure date unless considered life threatening. Service members will route a Leave Chit filled out with corresponding dates of procedure and convalescent time period, an administrative review memo from MTF approving procedure and convalescent leave dates. The CO will review documents and have final approval.

f. The member will apprise their chain of command of any changes to their medical status immediately.

g. At the end of the SIQ period, the member will return to their designated place of duty unless otherwise directed.

h. At the end of convalescent leave, the member will return to the MTF or Health Care Facility for evaluation and duty status determination unless otherwise indicated on their discharge instructions.



C. M. YOUNG